



Montgomery County Office of Business Relations & Compliance	MFD Report Of Payments Received	For Office Use Only
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MFD Subcontractor Company Name: _____

Prime Contractor Company Name: _____

Contract Number/Title: _____

Project Location: _____

MFD Subcontract Amount: \$ _____

PLEASE READ CAREFULLY BEFORE SIGNING

This certifies that for the month of _____, my company received \$ _____ for work performed, services rendered and/or materials supplied on the above contract.

TOTAL AMOUNT OF SUBMITTED INVOICES TO DATE: \$ _____

TOTAL PAYMENTS RECEIVED TO DATE: \$ _____

Are you experiencing any contract problems with the prime contractor and/or the project? YES NO

Comments: _____

I certify that the above information is true and accurate to the best of my record documentation and knowledge.

(TYPED/PRINTED COMPANY NAME)

(TYPED/PRINTED NAME OF COMPANY OFFICIAL)

(TITLE)

(SIGNATURE OF COMPANY OFFICIAL)

(DATE)

() - _____
TELEPHONE

() - _____
FAX

E-MAIL

Mail to: Alvin Boss, Program Specialist II
255 Rockville Pike Ste 180
Rockville, MD 20850



Montgomery County MFD Report Of Payments Received For Office Use
 Office of Business
 Relations and Compliance

SAMPLE ONLY! NOT TO BE USED BY PRIME

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TOTAL AMOUNT OF SUBMITTED INVOICES TO DATE: \$ _____

TOTAL PAYMENTS RECEIVED TO DATE: \$ _____

Are you experiencing any contract problems with the prime contractor and/or the project? YES NO

Comments: _____

I certify that the above information is true and accurate to the best of my record documentation and knowledge.

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OFFICE OF PROCUREMENT

Isiah Legget
County Executive

David E. Dise
Director

NOTICE

TO: Minority Subcontractor

FROM: Alvin V. Boss, CCPB Program Manager
Office of Business Relations and Compliance

SUBJECT: MFD Report of Payments Received

This notice is to request that you complete the attached MFD Report of Payments Received and forward it to:

**Office of Business Relations and Compliance
255 Rockville Pike
Suite 180
Rockville, MD 20850**

The policy of the Montgomery County Office of Business Relations and Compliance is to assure that minority businesses receive the consideration stated in the Performance Plan that accompanies the contract between the County and the prime contractor. The Office of Procurement administers the Performance Plan so that each subcontractor named in the contract is in full compliance. As a designated subcontractor, please submit the attached form on a monthly basis during the period the subcontractor's services are in effect.

Should you have any questions about the MFD Report of Payments Received, please call the Minority Procurement Office at 240-777-9912.

Attachment

MFD Report of Payments Received
(Please retain copies for your records and for reporting)